

# Sustainable Purchasing Policy

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Department:	Finance and Business Services		
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## Purpose

Consistent with the City's Sustainability Initiative, the purpose of this Policy is to support and facilitate the purchase of products and services that minimize the harmful effects to the environment from its production, delivery, use, and disposition. It is therefore, the City's procurement strategy to purchase and use environmentally preferable products whenever they perform satisfactorily and can be acquired at similar total value (cost and quality) within the applicable public purchasing statutes.

## Scope

All City Employees.

## Policy

The Purchasing & Contracts Division will support the City's Sustainability Initiative by introducing environmentally preferable product alternatives for City Departments.

The Purchasing & Contracts Division will promote this Policy by developing and implementing city-wide contracts for environmentally preferable products that replace contracts for non-environmentally preferable products.

All City employees will be encouraged to consider and purchase environmentally preferable products and services whenever practicable using criteria that have been established by governmental or other widely recognized authorities (e.g. Energy Star, EPA Eco Purchasing Guidelines, Forest Stewardship Council, Green Seal, EcoLogo, EPEAT [Electronic Product Environmental Assessment Tool], etc.).

Examples of preferable practices or products include:

- Made of recycled materials, maximizing post-consumer content
- Durable, repairable, compostable, and reusable products as opposed to single-use, customized or disposable items
- Non-toxic or minimally toxic, preferably biodegradable
- Minimize use of virgin materials, except for rapidly renewable materials

- Highly energy-efficient in production and use
- Manufactured in an environmentally sound, sustainable manner by companies with a good environmental track record
- Cause minimal or no environmental damage during normal use or maintenance
- Shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials
- Recycled paper and paper products
- Green Seal cleaning products
- Energy saving products
- Waste-reduced products
- Water-saving products
- Replacing disposables and reusable's or recyclables
- Taking into account life cycle costs and benefits
- Taking into account impacts from the product's manufacturing process (e.g. pollutant releases, waste generation, and depletion of natural resources, potential impact on human health and the environment)
- Evaluating, as appropriate, the environmental performance of suppliers in providing products and services

### **Responsibilities of Purchasing & Contracts Division**

The Purchasing & Contracts Division, in conjunction with all City Departments, will promote the development and use of environmentally sustainable products and services through the following activities:

- Drafting competitive solicitations inclusive of evaluation criteria based on the bidder preference specified in Nevada Revised Statute (NRS) for products comprised of recycled materials, post-consumer waste, and secondary waste
- Requiring the use of recycled material and recycled products by incorporating them in bid specifications where practicable
- Reviewing contracts, bids, and specifications for goods and services to ensure that, whenever possible and economical, they are amended to provide for the expanded use of products and services that contain the maximum level of post-consumer reusable or recyclable waste or recyclable content, without significantly affecting the intended use of the product or service

- Reviewing existing contracts and discussing the City's Sustainable Purchasing Policy with suppliers to identify and implement strategies to reduce adverse environmental impacts, including modification of contracts to reflect agreed upon changes to more environmentally preferable products and services
- Purchasing from suppliers that provide environmentally friendly products and services or suppliers that are environmentally sensitive in their business operations
- Tracking sustainable purchases and developing goals and tools to track the goals
- Making suppliers aware of the City's Sustainability Initiative and Sustainable Purchasing Policy
- Utilizing the Sustainable Purchasing Checklist (below) as a guideline in making sourcing decisions
- Participating in sustainability training opportunities

### **Department Responsibilities**

Departments should use the list in this Policy as a guideline for environmentally preferable products listed above, specific to their Department. They should use the Sustainable Purchasing Checklist and use the city-wide contracts awarded by the Purchasing & Contracts Division.

Department Directors, or their designee, should inform their employees of their responsibilities and encourage them to submit new ideas or suggestions for environmentally preferable products to the Purchasing & Contracts Division.

### **Sustainable Purchasing Checklist**

- When purchasing, ask a supplier the following questions. But first, determine if the product or service is truly necessary. Purchasing will need to be balanced with issues of product performance, cost, and availability.

#### **Waste reduction**

- Is the product durable?
- Can the product be easily and economically serviced and maintained?
- Is the product designed to reduce consumption and minimize waste?
- Is the product reusable?
- Is the product technically and economically recyclable in the immediate area?
- Do facilities and internal collection systems exist to recycle the product?
- Can the product be returned to the supplier at the end of its useful life?

- Is the product compostable and are systems in place to compost the product on or off-site?
- Will the product biodegrade over time into harmless elements?

**Packaging**

- Is the product necessary?
- Can the product be eliminated?
- Is minimal packaging used?
- Is the product packaged in bulk?
- Is the packaging reusable or recyclable?
- Are recycled materials used to produce the packaging and at what percent post-consumer waste?
- Can the packaging be returned to the supplier?
- Is the packaging compostable?

**Material source**

- Are recycled materials used in the product? If so, what percentage?
- What percentage of post-consumer materials is used?
- If wood is used in the product, what is its source and how is it harvested?
- Is the product manufactured from tropical rainforest wood?

**Energy efficiency**

- Is the product energy-efficient compared to competitive products?
- Can the product be recharged?
- Can the product run on renewable fuels?
- Does the product require less energy to manufacture than competing products?

**Supplier environmental record**

- Is the company producing the product in compliance with all environmental laws and regulations?
- What is the company's record in handling environmental and safety issues?

- Can the company verify all environmental claims?
- Does the manufacturer/supplier have a company environmental policy statement?
- What programs are in place/planned for promoting resource efficiency?
- Are printed materials available documenting these programs?
- Has the company conducted an environmental or waste audit?
- Is the product supplier equipped to bid and bill electronically?
- Has an environmental life-cycle analysis of the product (and its packaging) been conducted by a certified testing organization, such as Green Seal?

### **Minimize Transportation**

- Can the required products be obtained from local sources?

### **Definitions**

- **Environmentally Preferable Products** - products and services that have a less negative or reduced effect on human health and the environment when compared with similar products that serve the same purpose. This comparison may consider raw material content, acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.
- **Life Cycle Cost** - the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the useful life of the product.
- **Recycled Material** - material and byproducts that have been recovered or diverted from solid waste, and have been utilized in place of raw or virgin material in the manufacturing of a product. It is derived from post-consumer recycled material, manufacturing waste, industrial scrap, agricultural waste, and other waste material, but does not include material or byproducts generated from, and commonly reused within, an original manufacturing process.
- **Recycled Product** - products manufactured with waste material that have been recovered or diverted from solid waste. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, or other waste that would otherwise have been disposed of or discarded.

### **References**

Nevada Revised Statutes Chapter 332, "Purchasing: Local Governments"

Environmentally Preferable Purchasing (EPP) Resources

- EPA's Comprehensive Procurement Guidelines (<http://www.epa.gov/cpg/>)

- EPA's EPP Web Site (<http://www.epa.gov/oppt/epp>)
- EPPNet (<http://www.nerc.org/eppnet.html>)
- Green Seal (<http://www.greenseal.org>)
- EnergyStar (<http://www.energystar.gov>)
- Office of the Federal Environmental Executive (<http://www.ofee.gov>)